## Approved For Release 2004/10/27: CIA-RDP80M01048A0008001200094 - 2002 | U. S. DEPARTMENT OF LABOR DD/M&S 74-0562

OFFICE OF THE SECRETARY
WASHINGTON

FEB 8 1974

Honorable William Colby
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Colby:

Section 19 of the Williams-Steiger Occupational Safety and Health Act and Executive Order 11612 require the head of each Federal department and agency to establish and maintain a comprehensive occupational safety and health program consistent with the standards promulgated by the Secretary of Labor for the private sector. Paragraph (a) (5) of Section 19 of the Act and Section 1(4) of the Executive Order require the submission of an annual report on each agency's occupational safety and health program.

Enclosed are guidelines to assist in the preparation of your agency's report. These guidelines incorporate information required by the Executive Order, and additional information pertinent to the Federal occupational safety and health program.

Sound occupational safety and health programs are essential if Federal agencies are to lead in the nationwide effort to safeguard workers. We are counting on your personal support in this most worthwhile endeavor.

Sincerely,

Secretary of Labor

Enclosure

#### Approved-For Release 2004/10/27: CIA-RDP80M01048A000800120009-4

# ANNUAL REPORT GUIDELINES FEDERAL OCCUPATIONAL SAFETY AND HEALTH PROGRAM CALENDAR YEAR - 1973

#### **PURPOSE:**

THESE GUIDELINES ARE DESIGNED TO ASSIST DEPARTMENTS AND AGENCIES IN PREPARING THEIR OCCUPATIONAL SAFETY AND HEALTH PROGRAM REPORT. THIS REPORT IS REQUIRED BY SECTION 19(a)(5) OF PUBLIC LAW 91-596 AND IS FURTHER DEFINED BY SECTION 1(4) OF EXECUTIVE ORDER 11612. THE GUIDELINES ARE TO ENSURE A UNIFORM FORMAT FOR THE ANNUAL REPORT.

MATERIALS SHOULD BE SUBMITTED ON STANDARD SIZE PAPER. (e.g. 8 1/2 x 11)

THIS YEAR'S REPORT WILL CONCENTRATE ON CALENDAR YEAR 1973 PROGRAM ACTIVITIES AND ACCOMPLISHMENTS.

#### SUBMIT TO:

THE SECRETARY OF LABOR

ATTENTION: OFFICE OF FEDERAL AGENCY
PROGRAMS
OCCUPATIONAL SAFETY AND HEALTH
ADMINISTRATION
WASHINGTON, D.C. 20210

#### DUE DATE:

A DUE DATE OF MARCH 15, 1974 IS NECESSARY TO ENSURE A THOROUGH ANALYSIS OF YOUR REPORT PRIOR TO ITS INCORPORATION INTO THE SECRETARY OF LABOR'S REPORT TO THE PRESIDENT WHICH IS REQUIRED FOR SUBMISSION JUNE 1, OF EACH YEAR. YOUR REPORT WILL ALSO BE USED AS ONE OF THE SOURCES OF PROGRAM INFORMATION IN THE DETERMINATION OF THE WINNERS OF THE PRESIDENT'S SAFETY AWARD.

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PART ONE

CALENDAR YEAR - 1973

OCCUPATIONAL SAFETY AND HEALTH PROGRAM ACTIVITIES EMPHASIZED IN ORDER OF PRIORITY, AND ACCOMPLISHMENTS

A SUMMARY OF ACTIVITIES EMPHASIZED DURING 1973 IS REQUESTED. THE SUMMARY SHOULD INDICATE, WHERE APPLICABLE, WHETHER THE ACTIVITY IS HEADQUARTERS OR FIELD (SUB-AGENCY). ACTIVITIES SHOULD BE DETAILED TO INDICATE PLANS, GOALS AND OBJECTIVES, RESPONSIBILITIES; AND ALSO INCLUDE AN ANALYSIS OF THE RESULTS ACHIEVED, IMPACT THE ACTIVITY HAD ON YOUR PROGRAM, PROBLE'S ENCOUNTERED, ETC. REPORT ACCOMPLISHMENTS OF YOUR MOST SIGNIFICANT ACTIVITIES.

PART TWO

CALENDAR YEAR - 1974 AND BEYOND

OCCUPATIONAL SAFFTY AND HEALTH PROGRAM ACTIVITIES PLANNED FOR 1974 AND FUTURE

THE "SAFETY '76" CAMPAIGN, FEATURING SUCCESSIVE SIX MONTH EMPHASIS THEMES, BEGINS JANUARY 1974. THE FIRST SIX MONTHS THEME IS MOTOR VEHICLE SAFETY.

THIS PART OF THE REPORT IS SIMILAR IN FORMAT TO PART ONE. A SUMMARY OF PLANNED ACTIVITIES IS REQUARDED. THE SUMMARY SHOULD CONTAIN A STATEMENT OF THE MAJOR GOAL AND OBJECTIVE FOR EACH ACTIVITY PLANNED FOR EMPHASIS DURING 1974 AND/OR THROUGH SOME FUTURE DATE. INCLUDE WHETHER POLICY CHANGES ARE NECESSARY TO IMPLEMENT THESE PLANNED ACTIVITIES.

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#### PART THREE

#### GENERAL INFORMATION - ATTACHMENTS

ATTACHMENT NO. 1 REQUESTS INFORMATION CONCERNING THE ADDRESS OF THE AGENCY, THE NAME AND TITLE OF THE AGENCY HEAD, AND THE NAME OF HIS HEADQUARTERS SAFETY AND HEALTH DESIGNEE. ALSO REQUESTED IS THE TOTAL NUMBER OF HEADQUARTERS AND FIELD EMPLOYEES.

ATTACHMENT NO. 2 IS SIMILAR TO THE CHART REQUESTED IN LAST YEAR'S ANNUAL REPORT. IN ADDITION TO COMPLETING THE CHART, PLEASE LIST ANY VACANCIES.

#### PART FOUR

### OCCUPATIONAL SAFETY AND HEALTH PROGRAM STATUS

A RECORD CONCERNING HACH DEPARTMENT'S OR AGENCY'S OCCUPATIONAL SAFETY AND HEALTH PROGRAM SHOULD ALREADY BE ON FILE WITH THE OFFICE OF FEDERAL AGENCY PROGRAMS.

THOSE DEPARTMENTS AND AGENCIES REPORTING THEIR SAFETY AND HEALTH PROGRAM ACTIVITIES FOR THE FIRST TIME SHOULD ESTABLISH WHETHER ADEQUATE PROGRAM DOCUMENTATION IS ON FILE WITH THE OFFECE OF FEDERAL AGENCY PROGRAMS.

THOSE DEPARTMENTS AND AGENCIES ALREADY HAVING PROGRAM DOCUMENTATION ON FILE WITH THE OFFICE OF FEDERAL AGENCY PROGRAMS SHOULD ONLY REPORT ANY MAJOR PROGRAM CHANGE OCCURRING SINCE DECEMBER 31, 1971. THIS WILL KEEP THEIR PROGRAM AND RECORDS WHICH ARE ON FILE WITH THE OFFICE OF FEDERAL AGENCY PROGRAMS CURRENT. THESE PROGRAMS AND RECORDS MAY BE VIEWED AT OUR OFFICE.

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#### HEADQUARTER'S INFORMATION

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	SAFETY AN HEALTH DESIGNEE	D		
NUMBER OF				
EMPLOYEES_	HEADQUARTERS			
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### Approved For Release 2004/10/27 : CIA-RDP80M01048A000800120009-4 ATTACHMENT NO. 2

### INTERNAL SAFETY AND HEALTH PROGRAM PERSONNEL STATISTICS

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804 (FIRE PROTECTION ENGR.)								
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